

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Energy Conservation Coordinator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Develops, implements, and administrates the energy conservation program. Performs project and design management, provides technical support to personnel, and conducts energy audits.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Administrates the energy conservation program by developing and maintaining energy goals, making recommendations, developing strategic plans, reviewing plans, and providing energy conservation guidelines for buildings.
2	S	Performs project and design management by planning, scheduling, and budgeting, and implementing programs, overseeing construction document preparation, coordinating work with other departments and user groups, reviewing and approving drawings and specifications, and securing the necessary approvals.
3	L	Procures and administrates design contracts by negotiating and preparing contracts, reviewing and approving invoices, preparing contract amendments, monitoring the project for adherence to schedules and budgets, investigating project areas, communicating the city's needs to consultants, and preparing cost estimates.
4	S	Provides technical support to personnel by investigating operational problems, determining the cause of the problem, recommending solutions, and providing training on the operation of new systems.
5	L	Conducts energy audits by determining the current level of energy use, recommending strategies, monitoring systems, and collecting and analyzing data to monitor energy use trends.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years in engineering work related to mechanical or electrical systems.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read specifications, various reports, correspondence, and legal documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and algebra.
Writing	Work requires the ability to write specifications, various reports, contracts and amendments, proposal requests, advertisements, and correspondence.
Managerial	Managerial responsibilities include planning, scheduling and coordinating projects, and monitoring budgets.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, presentations, jobsite, investigations
Sitting	F	Computer, desk work, driving
Walking	F	To/from office equipment, to/from other departments, jobsite, investigations
Lifting	O	Boxes, office equipment
Carrying	O	Boxes, office equipment
Pushing/Pulling	R	Office equipment
Reaching	O	For items on higher shelves
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard, drawing, drafting
Kneeling	R	Job site, investigations
Crouching	R	Job site, investigations
Crawling	R	Job site, investigations
Bending	O	Job site, investigations
Twisting	N	
Climbing	O	Job site, investigations
Balancing	O	Job site, investigations
Vision	C	Job site, investigations, computer, driving, reading
Hearing	C	Staff, supervisor, vendors, general public, telephone, meetings
Talking	F	Staff, supervisor, vendors, general public, telephone, meetings
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, standard Microsoft Windows and Office software, telephone, copy machine, fax machine, laser or inkjet printer

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	M
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	M
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, work boots, ear protection

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)